

CONFIDENTIAL NOFORN

80-2492

13 November 1980

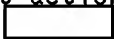
MEMORANDUM FOR: DDO  
GC  
LC

FROM : PB/NSC Coordinator


SUBJECT : Transition Briefing Book Item: CA Procedures



25X1

1. Per discussion at today's staff meeting, if you will provide me by COB Monday with your particular inputs regarding current and suggested procedures for handling covert action (in the format attached), I will pull it together in one paper. 

25X1

2. I will then provide you a draft of the composite paper for review on Tuesday before forwarding to the DDCI by Wednesday noon. 

25X1



25X1A

Attachment

ORIG CL BY 064696

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SUGGESTED FORMAT

(2-3 Pages)

SUBJECT: (one or two sentences at most)

BACKGROUND: (where we have been on the subject/issue in  
last few years - key points only)

CURRENT STATUS: (where we are now; key players and their positions;  
other agency involvement)

CURRENT PROBLEMS/ISSUES: (current choke points, decisions that  
need to be made soon; interagency implications)

RECOMMENDED CIA POSITION: (if any) (what would we like to see done  
about the issue, what other agency(s)  
affected; leave out political factors/variables)